

Mineola Middle School  
Band Handbook  
2013-2014



This handbook is designed to describe all expectations, disciplines, procedures, and goals of the band program. I hope the following information will answer any questions the students and parents of the band may have during the school year.

I am very excited to be here for the start of another school year! If you have any questions or concerns, please feel free to contact me by the school phone. Please read carefully all of the following information and return the last two pages of the handbook to me by Friday, September 6<sup>th</sup>, 2013. Thanks!!!!

Chris Brannan, Head Director  
Jennifer L. Fulin, Director  
Emily Cavanaugh, Director

**REHEARSALS & PERFORMANCES:**

1. Students are expected to behave in a manner that shows pride and represents our school in the most positive way at all times.
2. Students are expected to be on time to all rehearsals and early to all performances.
3. Students are expected to be prepared with all materials such as instrument, mouthpiece, reeds, music, pencils, accessories, and proper dress attire.
4. Students are expected to follow classroom and school rules concerning behavior and discipline as outlined in the school discipline handbook.
5. After school rehearsals may occur as needed and parents will be informed before.
6. All performances are required and are a part of the student's grade.

**ATTENDANCE:**

1. All band activities are required. A calendar is provided in the handbook with dates of events.
2. Students will receive grades for all performances, concerts, festivals, pep rallies, etc.
3. Students should not attempt to take band unless they plan to participate in all activities.

**TRAVEL:**

1. Travel is only possible if parents can assist by sponsoring activities. Please indicate on the last page of the handbook if you are willing and able to assist during the year.
2. All students must return the travel release form signed by his or her parent or guardian to Ms. Fulin or Mrs. Cavanaugh prior to attending.

### **BAND HALL SUPPLY STORE:**

1. All items student's need may be purchased from any of the following music stores:

Tatum Music in Tyler or Longview

2. Representatives travel to us periodically and can sell items directly to the students. We will try to keep the student's informed of those dates prior to their arrival.
3. As emergencies only, a very small supply of reeds, oils, cleaning swabs, cork grease, snare sticks, etc., in the band hall for sale to band students. Students should purchase items before or after school only. Please send the money enclosed in a sealed envelope with the student's name, amount of money, and what is needed.

### **GRADING:**

1. Band grades will be earned just as in any class at Mineola Middle School. Grades will be given but not limited to each practice report, test, concert, performance, pep rally, audition, and class participation.
2. Any required band activity that is missed by the student will result in a failing grade for that event and possibly the six weeks. Exceptions will be made for emergencies. All problems should be made aware to the band directors in advance by calling the school and leaving a message. In addition to a phone call, written explanations are required to be turned into the director for Principal approval.
3. Additional rehearsals will be occasionally required. Again, these extra rehearsals are required and will follow the same grading guidelines as mentioned above. All rehearsals are crucial to our preparations for concerts and contests. You will be notified in advance of extra rehearsals. Rehearsal notifications will come by letter if not by phone.

### **BAND FACULTY:**

1. Any person assisting with teaching the students in the director's absence is considered a faculty member of Mineola Middle School and has the same authority as any teacher. Students are expected to be on their best behavior with them at all times.
2. Persons of this nature can but not limited to include: other school directors, student teachers, private lesson instructors, guest clinicians, substitute teachers, aides, etc.
3. Any parent chaperone has authority as above while attending a band function.

### **SCHOOL EQUIPMENT:**

1. All students are expected to furnish their own instrument to begin the band program. Students wishing to use a school instrument will be required to purchase to purchase his or her mouthpiece.
2. Mineola Middle School is not responsible for care and maintenance of any student's instrument while it is in the student's possession.
3. Any student using a school owned instrument is responsible for the instrument, and care and maintenance.
4. Upon request, any school instrument may be required to turn it at any time.
5. Any and all repairs are the responsibility of the student and his/her parent/guardian.

### **CARE AND MAINTENANCE:**

1. All students are responsible for the care and maintenance of the instrument throughout the school year, either privately owned or school owned.
2. Students borrowing any school instrument must provide their own accessories.
3. Mineola Middle School does not provide insurance for any instrument.
4. Suggestions for insurance policies are:
  - a. Explore covering your instrument under your Homeowners Policy.
  - b. Record all Serial Numbers of your instrument at home.
  - c. Keep the Case Locked if possible.
  - d. Take your instrument home every day.

### **UNIFORMS:**

1. For all band events, students are required to be dressed in uniform.
2. The MMS Band uniform for Pep rallies and Football games will be the band spirit shirt, blue jeans, belt, white socks, and tennis shoes. The shirt is tucked in at all times.
3. The spirit shirt will be under \$20 and will be purchased within the first week of school for all band students, grades 6-8.
4. Concerts and contest uniform will be the following:

A dress, or blouse with skirt or dress slacks, and dress shoes for **girls**.  
Slacks, button down shirt, and dress shoes for **boys**. A tie is optional.  
No tennis shoes, flip flops, t-shirts, shorts, or jeans.

### **REMIND 101:**

1. All parents are encouraged to sign up for Remind 101, an alert message system provided throughout MMS.
2. Please text the following codes to (512) 607-7589.
  - a. Beginners: msfuli
  - b. Intermediate band: @fulinter
  - c. Advanced band: @fuladvance

---

## IMPORTANT DATES THOUGHOUT THE YEAR

### Mineola Middle School Band 2013-2014

August 26, 2013	First day of school
September 10, 2013	Instrument Drive, 4-6:00PM @ MMS Band Hall
September 10, 2013	Band Booster Meeting @6:00 PM, MMS Band Hall
September 2013	Pep Rallies, 7 <sup>th</sup> & 8 <sup>th</sup> Grade Only, During School hours
October 2013	Pep Rallies, 7 <sup>th</sup> & 8 <sup>th</sup> Grade Only
October 8, 2013	Band Booster Meeting @6:00 PM, MMS Band Hall
October 17, 2013	Football Game 7 <sup>th</sup> & 8 <sup>th</sup> Only Students report 4:45 PM to MMS Band hall
October 31, 2013	Football Game 7 <sup>th</sup> & 8 <sup>th</sup> Only Students report 4:45 PM to MMS Band hall
November 1, 2013	High School Football Game, 8 <sup>th</sup> Grade Only, Students report to MMS Band Hall @ 6:30 PM
November 12, 2013	Band Booster Meeting @6:00 PM, MMS Band Hall
December 6, 2013	All-Region Auditions, 3:00 PM – 12:00 AM @ Union Grove MS/HS
December 10, 2013	Band Booster Meeting @ 5:30 PM, Concert to follow
December 10, 2013	Christmas Concert, 6:30 PM @ MMS Cafeteria; Students arrive by 6:05
January 14, 2014	Band Booster Meeting @6:00 PM, MMS Band Hall
January 24-25, 2014	All-Region Clinic & Concert, All-day @ Gladewater HS, Gladewater
February 11, 2014	Band Booster Meeting @6:00 PM, MMS Band Hall
February 2014	Movie Nights, TBA
February 2014	Fundraiser, TBA
February 22, 2014	Solo and Ensemble Contest, All-day @ MMS Band Hall
March 4, 2014	Band Booster Meeting @6:00 PM, MMS Band Hall
April 8, 2014	Band Booster Meeting @6:00 PM, MMS Band Hall
May 9, 2014	Band Trip, TBA
May 13, 2014	Band Booster Meeting @ 5:30 PM, Concert to follow
May 13, 2014	Spring Concert, 6:30 PM @ MMS Cafeteria; Students arrive by 6:05 PM
June 10, 2014	Band Booster Meeting @6:00 PM, MMS Band Hall

---

**Mineola Middle School Band Medical Information/Release/Consent of Treatment Form**

In the event of an emergency, directors may need health and insurance information. Please complete and return this form. All information will be kept confidential.

1) Student name \_\_\_\_\_

2) Any allergies or minor medical problems? Circle one: YES NO

List: \_\_\_\_\_  
\_\_\_\_\_

3) Any special conditions such as asthma, seizures, etc? Circle one: YES NO

List: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) Date of last Diphtheria-Tetanus Booster? \_\_\_\_\_

**Consent to Seek Treatment**

I give my consent for my child to have medical treatment, if deemed necessary by a physician or doctor, on a band trip or band event. I understand that I will be financially responsible for any medical expenses incurred.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**Other Information**

Home phone \_\_\_\_\_

Work or Cell phone \_\_\_\_\_

Family Physician \_\_\_\_\_

Dr. Phone \_\_\_\_\_

**Insurance Information**

Company \_\_\_\_\_

Group # \_\_\_\_\_

Insured's Name \_\_\_\_\_

ID # \_\_\_\_\_

**My child and I have read through the Mineola Middle School Band Handbook and are clear of all expectations mentioned in the book. I will make sure that my child attends all rehearsals and performances, and has all needed materials.**

**Mineola Middle/Senior High Schools Band Booster – Parent Assistance Form**

Please check the following areas you feel you could assist with this year and I will call you as the need arises. THANKS!!!!

\_\_\_\_\_ Sponsoring buses to band activities

\_\_\_\_\_ Helping with fundraisers

\_\_\_\_\_ Chaperoning social functions

\_\_\_\_\_ Making phone calls

\_\_\_\_\_ Providing refreshments

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Parent Daytime Phone \_\_\_\_\_

Nighttime Phone \_\_\_\_\_